



Heritage Programs Intern

COMPENSATION: **Unpaid**

DATES: ***Fall Session:*** September – December 2011

HOURS: **10-20 hours/week (minimum)**

JOB SUMMARY:

The Heritage Programs Intern is a qualified undergraduate or graduate student majoring in History, Library Sciences, Government, Communications or related field. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of a Heritage Programs office in a municipal setting.

The Heritage Programs intern performs a variety of administrative and operational duties as developed and assigned by the Heritage Programs office, to include research, information-gathering on topics of relevance, meeting and interacting with community members, working on projects as assigned and involved in day-to-day functions of the Heritage Programs office.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Provide support in a variety of administrative and operational functions.
2. Assist in research and collection of data in support of the Heritage Programs office services, activities, and programs.
3. Communicate with general public, other City employees and public officials in support of the City's commitment to historic preservation and education of the staff and community in our history.
4. Complete special projects and other duties as assigned.

JOB QUALIFICATIONS:

Required: Currently undergraduate or graduate student in the study of History, Library Sciences, Communications, Government or related field. Knowledge of research techniques, methods, and procedures. Ability to operate a variety of office equipment to include a personal computer, a scanner, and a variety of computer software. Excellent interpersonal skills. Possession of a valid Texas Driver's License.

Preferred: Experience in working with historic preservation.

TO APPLY:

Please email resume to recruiting@cstx.gov and make sure to note "Heritage Programs Internship" in the subject field.